ENCOMPASS
Town Hall

December 11, 2007

Agenda

- Opening Remarks – Steve Daniels

- Agency Implementation Plans – Steve Daniels

- Project Updates – Steve Daniels

- Training – Daniel Kinnamon

- Internal Controls – Marilyn Rudolph

Opening Remarks

Opening Remarks

- Based on the feedback we have received from many of the agencies, we are adding an additional 60 days of testing to ensure that the business of State government will not be interrupted because of this conversion

Opening Remarks

- The ENCOMPASS Project Team has secured additional resources to assist agencies in preparation for go-live

- The Accounting/Operational Support (SWAT) team will:

  – Assist the agencies with both pre- and post-support implementation tasks

  – Serve as liaisons to the ENCOMPASS Project Team

  – Allow the ENCOMPASS Project Team to be more responsive to agency concerns and issues

  – Provide support to agencies that will include knowledge transfer from the implementation team directly to agency end users

Opening Remarks

- The revised schedule is as follows:

  – <u>December 31:</u> Agencies submit completed Agency Implementation Plans

  – <u>January 2:</u> Implement ENCOMPASS (Mock Production Environment instead of the Production Environment)

  – <u>January 2 – February 22:</u> Agencies test the system in the Sandbox Environment and execute Agency Implementation Plan activities, i.e., completing reconciliation, core/project mapping, and file format updates

  – <u>March 3:</u> New ENCOMPASS Go-Live Date

Agency Implementation Plans

Agency Implementation Plan

- During the June 14, 2007 meeting, you were each provided an **Agency "Top Ten" Action Items** list

- We have consolidated the list into the **"Top Five"** action items that we need agencies to complete in preparation for ENCOMPASS go-live

- Each agency will complete an Agency Implementation Plan that includes a detailed schedule of activities needed to complete the Top Five action items (template available on the ENCOMPASS website)

  - This graphic will be used throughout the presentation representing the key items in the Agency Implementation Plan

"Top Five"

1

Agency Implementation Plan

- Each agency must complete an Agency Implementation Plan for final go-live preparation

- We need your commitment in completing the plan; your readiness is essential to a successful Go-Live

- The Plan should include your schedule for:
  - Reconciling balances between AOS and PS
  - Making updates to File Formats
  - Completing COA mapping
  - Registering staff for training
  - Incorporating ENCOMPASS changes into your business processes
  - Entering AOS POs / Closing old PS POs
  - Assigning internal control roles
  - Entering AOS Assets

- See sample plan – yours must incorporate dates not later than dates listed for each task

- Please e-mail completed Plan by Monday, December 31 to ENCOMPASS@sba.in.gov

Agency Implementation Plan

1. Balancing – Revenues and Expenditures

2. PO/Asset Reconciliation

3. File Formats – Voucher Build and High Volume

4. ENTAP Training

5. Internal Controls – PeopleSoft Security Roles

Agency Implementation Plan

Balancing – Revenues and Expenditures

- For your agency, do revenues and expenses in PeopleSoft match GEAC? If not, you should have a detailed schedule of the differences

- At go-live, financial transactions in PeopleSoft must balance with GEAC transactions so that ENCOMPASS will match the official record for the State

- If not, AOS will make adjusting entries in ENCOMPASS to bring each agency's financial position inline with AOS' records

Agency Implementation Plan

PO/Asset Reconciliation

- For your agency, are all purchase orders in GEAC encumbered in PeopleSoft for the same amount?

- If your agency has purchase orders encumbered in AOS's current system (GEAC) and they are not in PeopleSoft, the balance on the purchase order must be entered into PeopleSoft prior to February 1, 2008 so that the systems match for ENCOMPASS conversion

Agency Implementation Plan

PO/Asset Reconciliation (cont.)

- Some agencies have indicated that they sometimes process a claim voucher (AP) payment, but do not tie it to the ePro purchase order that was within their delegation to approve and dispatch

- If you have not made the system comparisons and closed all of those purchase orders, your balance of funds in the accounts will be encumbered at go-live

- Clean up of those purchase orders needs to occur before February 21, 2008 so that your agency funds are not depleted by purchase orders that should have been closed

Agency Implementation Plan

PO/Asset Reconciliation (cont.)

- All purchase orders currently issued through ePro, but not encumbered by AOS will automatically be picked up as an encumbrance upon go-live

- Post go-live, all new purchases will be encumbered when they go through the Requisition/Purchase Order process

- PEN Products purchase orders should not be forwarded to IDOA for encumbrance; when the AOS goes live on ENCOMPASS, they will become encumbered purchase orders

Agency Implementation Plan

PO/Asset Reconciliation (cont.)

- AOS records all assets exceeding $20,000 in GEAC; therefore, assets recorded in GEAC should be recorded in PeopleSoft, and should balance

- Agencies should complete the following:

  1. Agencies need to enter all of their assets into PeopleSoft

  2. **By January 15:** "LINK" AOS assets in GEAC to the corresponding asset in PeopleSoft using the ENCOMPASS Asset Management Reconciliation Tool

Agency Implementation Plan

PO/Asset Reconciliation (cont.)

- GMIS can help Business Units upload assets from MS-Excel spreadsheets into AM; please contact Lynne Lewis with GMIS (llewis@iot.in.gov) if you have any additional questions

- If agencies do not reconcile and "link" their assets the ENCOMPASS Asset Management Reconciliation Tool, the ENCOMPASS project team will convert the unlinked assets to a defaulted conversion value; agencies will then have to go back and make corrections after go-live

- ENCOMPASS Asset Management Reconciliation Tool Instructions
  – Once in PeopleSoft Production, go to AOS Asset Reconciliation page; Navigation: Asset Management > Send/Receive Information > Reconcile with AOS Asset List

Agency Implementation Plan

File Formats – Voucher Build and High Volume

- ENCOMPASS will use new common file formats to transmit and process payment data at AOS (High-Volume and Voucher Build)

- As the State's Chart of Accounts changes and AOS begins using ENCOMPASS, agencies must ensure any automated data transfer processes will still send information correctly

- Any agency that has configured a third party software system to send payments either to AOS or PeopleSoft will have to configure it to reflect ENCOMPASS changes

Agency Implementation Plan

File Formats – Voucher Build and High Volume (cont.)

If your agency has an interface that begins with GEAC:

- Find out if the agencies have any upstream system that create these files

- If the items are entered online into PeopleSoft (common among small agencies, but not always the case), there is nothing to change; if the items are loaded from a file from another system, then the system needs to be remediated

For the interface names that begin with HV:

- These will need to change; the most angst heard so far is from those that use the HV Miscellaneous Sched 800 bytes interface; this program was developed by AOS several years ago and is not being replaced

- Agencies will need to create an Excel file or some other format to replace the AOS program

Contact your agency's OCM representative for a list of these interfaces

Agency Implementation Plan

File Formats – Voucher Build and High Volume (cont.)

Once agencies have updated their subsidiary payment systems to the new file formats, agencies should:

- First, make sure your chartfield mapping is complete and correct (valid with the chartfield mapping rules as communicated during mapping training and follow-up communications)

- Create a sample test file and send the test file to the ENCOMPASS team at the following email address: testing@sba.in.gov

- The ENCOMPASS team will test the sample file and provide results to the agencies

- Once the ENCOMPASS team successfully tests (i.e., no errors) the sample file, agencies can access the Sandbox environment to conduct their own tests using the new formats

Agency Implementation Plan

ENTAP Training

- Training will be suspended until January 2008

- All agency staff that will be using ENCOMPASS need to attend the appropriate ENTAP training courses

- Agencies should have a list of their employees who use PeopleSoft; it should include who has signed up for training by module and the dates employees attended the training

- Agencies should describe the involvement of all off-site locations in the training process

Agency Implementation Plan

Internal Controls – PeopleSoft Security Roles

- Marilyn Rudolph of the State Board of Accounts sent an internal controls template to the agency CFOs on November 26, 2007

- In order to assure that necessary employees of your agency will have access to the ENCOMPASS, it is imperative that your employees' new roles are in place so they can be tested in the Sandbox Environment

- These are the roles that will be operative in AP, AR, AM and GL modules; old roles in these modules will be rendered inactive

- Information on internal controls can be found on the ENCOMPASS website under: Documents/Internal Control
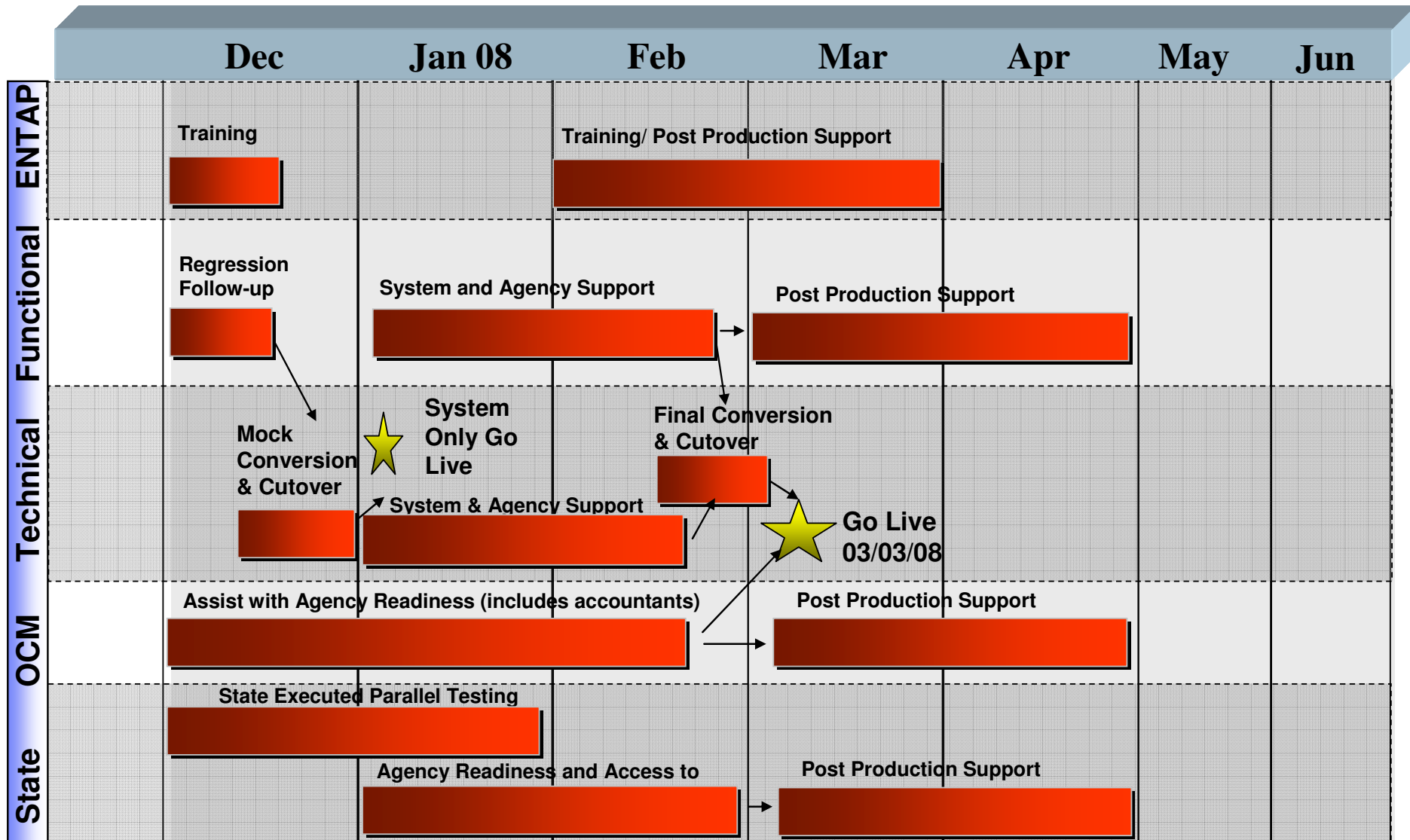
Project Updates

Project Updates

	Dec	Jan 08	Feb	Mar	Apr	May	Jun

ENTAP
- Training
- Training/ Post Production Support

Functional
- Regression Follow-up
- System and Agency Support
- Post Production Support

Technical
- Mock Conversion & Cutover
- ★ System Only Go Live
- System & Agency Support
- Final Conversion & Cutover
- ★ Go Live 03/03/08

OCM
- Assist with Agency Readiness (includes accountants)
- Post Production Support

State
- State Executed Parallel Testing
- Agency Readiness and Access to
- Post Production Support

Project Updates

<u>Balancing and Reconciliation</u>

- We closed GL module for the October accounting period on Nov 19

- Agencies should have reconciled FY08 financial transactions in PeopleSoft to the financial transactions maintained by AOS (financial objects 1, 4, and 5, purchase orders, and assets)

- See the Balancing and Reconciliation Handbook located on the ENCOMPASS website for detailed instruction

FY 2008 Accounting Period	Month	Balancing Reconciliation Completion Date	General Ledger Accounting Period Close Date
5	November	December 12, 2007	December 17, 2007
6	December	January 9, 2008	January 14, 2008
7	January	February 8, 2008	February 13, 2008
8	February	February 21, 2008	February 22, 2008

Project Updates

Chartfield Mapping

- The deadline for completing core and project chartfield mapping was **November 21, 2007**

- Chartfield combinations that were not mapped will be mapped to a default conversion chartfield

- Agencies will have the ability to alter and or map these default conversion values after November 21, 2007

Project Updates

Chart of Accounts (COA)

- **Current Draft of New Core Chartfield Values:**

  – Revised New Fund Values Posted on 11/20/07

  – Additional Revised New Core Chartfield Values to be Posted the week of 12/10/2007

- Department Attributes:

  – Department Values in the New Chart of Accounts will be identical to the listing in the HR Module

  – Every Department Value being utilized in the New Chart of Accounts requires the assignment of a Department Attribute

  – PLEASE COMPLETE AND SUBMIT DEPARMENT VALUE TEMPLATE THAT WAS PROVIDED TO EACH AGENCY

Project Updates

Project Module

- **Please complete template for Project and Activity Attributes for Agencies:**

  – Subrecipient Attribute

  – Parent – Child Attribute

  – Multiple Capital Project Attributes

- **Project Attribute Session:**

  – Who: Only Agencies using the Projects Module after ENCOMPASS Go-Live should attend

  – When: **Wednesday, December 12, 2007** at **10:00am**

  – Where: **Conference Room A**

Project Updates

ID Bills

- The ENCOMPASS team has finalized the process for agencies to receive ID bills and payroll under ENCOMPASS and is now ready to collect the chartfield strings you wish to use to receive these transactions (template is on the ENCOMPASS website)

- Agencies will supply a default chartfield string for ID Bills to be charged to their Business Unit

  – When ID bills are sent to an agency, budget checking errors will be overridden by budget analysts to allow the expenses to post

  – If an agency then wishes to allocate the ID Bill costs among multiple chartfield values other than the default ID Bill chartfield string, this should be done by the agency through GL journal vouchers

- Note: This ID Bill process is for standing reoccurring monthly charges such as the ID Bills currently sent by IOT, IDOA and State Personnel

Training

Training

- Current A/P, A/M, A/R and G/L training will be suspended until the end of January

  - As a result, ALL CLASSES after today are POSTPONED

  - Currently enrolled users will be contacted for rescheduling once the new calendar is available

  - Users who have already taken the class are encouraged, but not required to re-enroll; there will also be shorter workshop refresher courses.

  - New calendar for training will be available the week of Christmas

Training

- Per user request, additional training workshops are being developed to be added to the training schedule early January. These workshops may include:

  - Approvers

  - Commitment Control

  - Navigation

  - nVision

  - Project Costing

  - Receivers

  - ROC Workshop

  - Reporting Tools by Module - "How do I look up information?"

  - email additional ideas to ENTAP at Tina.Travis@ENTAP.com

Training

Business Process Alignment Effort:

- ENCOMPASS wants to know how you operate!! Consequently, an ENTAP Consulting team will be visiting some previously identified agencies and **agencies that request help to assess business processes** as they relate to the ENCOMPASS project objectives

  – Will you able to function in the new system?

    - Were you able to meet the change management objectives?
    - How are you handling new roles with new people?
    - Does your old business process fit the new ENCOMPASS business process?

  – Next Steps

    - If you would like this done please contact Tina Travis to schedule an appointment with your Agency leadership team & SME's
    - We'll then deploy a team of 2-3 consultants to review your agency's major processes and challenges - average review takes 2-3 hours
    - Assessments are done in order of need and time requested; if you wait to ask for assessment there is a risk that we will not have the time or resources available to do so
    - We'll submit the results of our assessment
    - Contact Tina Travis at Tina.Travis@ENTAP.com for more information

Internal Controls

ROLES SPREADSHEET – things to remember

- An entry person in any module should <u>never</u> be assigned to an approver role in that module; no exceptions are given for this

- Unless off site signatures on receivers (bills of lading) are approved by the internal control group due to remote delivery locations, the Receiver role <u>must</u> be independent of both purchasing and payment of the bill

- Look outside your accounting department to fill roles to create independence and segregation of duties

WHERE DO WE GO FROM HERE???

- Deadline for submitting spreadsheets is still Monday, December 10

- Communications after submission

- Roles set up by GMIS; don't forget to send requests for new users separate from this project

- Roles will be set up in sandbox for user testing

- THANKS FOR ALL YOUR COOPERATION!!!

Next Steps

Next Steps

- Reconcile GL balances for November by December 12

- Complete and submit Agency Implementation Plans by December 31

- Sign-up and attend workshop training that will start in January

- Link AOS assets in GEAC to PeopleSoft assets by January 15

- Complete COA mapping activities by January 15

- Reconcile purchase orders by February 1

- Complete testing of file formats by February 8

- Clean up old purchase orders by February 21

Contact Information

- **Steve Daniels, State Budget Agency**
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- **Daniel Kinnamon, Auditor of State**
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- **Marilyn Rudolph, State Board of Accounts**
  - e-mail: mrudolph@sboa.in.gov phone: (317) 234-4929

- **Jim Welsh, GMIS Office**
  - e-mail: jwelsh@iot.in.gov

Contact Information (cont.)

- ENCOMPASS Website

  – http://myshare.in.gov/sba/encompass

- ENCOMPASS Email Address

  – encompass@sba.in.gov

- If you are having technical issues, submit them to GMIS

  – http://extranet.in.gov/gmis/issue_entry/base/issue_entry.asp

We Welcome Your Feedback / Questions / Comments

Questions and Answers Session